

Michigan Industrial Energy Efficiency Workshops

Financial Assistance Application Guidelines

Purpose

The purpose of this funding opportunity is to assist the Michigan Energy Office (MEO) in developing, promoting, and conducting two industrial energy efficiency workshops. The goal for these workshops is to achieve increased energy efficiency awareness in the industrial sector and greater business participation in MEO and other assistance programs targeting industry in Michigan.

Background

The MEO is the Michigan point of reference for the U.S. Department of Energy's Industrial Technologies Program (ITP), and received a Save Energy Now award to establish the Michigan Industrial Energy Center (MIEC). The MEO's mission is to reduce Michigan's dependence on import energy by developing sound energy policies and offering industry technical assistance, training, and financial assistance thru a low interest revolving loan program. The MEO additionally coordinates with other state and federal assistance programs and initiatives targeting industry and businesses.

Industrial Energy Efficiency Workshops

The MEO is developing two workshops directed to achieving increased energy efficiency awareness in Michigan's industrial sector, with the goal of significantly increasing business participation in MEO and many other state and federal technical and financial assistance programs targeting industry. The industrial energy efficiency workshops will have a number of informational/educational topics and discussion groups where attendees may select areas best suited for their needs. Topics will focus on industrial energy efficiency with pollution prevention and/or sustainability components. A portion of each workshop will be devoted to technical and financial assistance resources available thru the MEO, ITP, MIEC, and other state and federal programs. The target audience includes industry, utilities, government, and other organizations assisting the industrial sector. The workshops are tentatively scheduled for Detroit and Saginaw during August and September, 2011. All project reporting must be submitted by 9/29/2011.

Funding

The maximum award is \$20,000. A 20% match (cash or in-kind) of the total request amount is required. Funds will be awarded to a single entity based on the application that best meets the stated purpose and goal. The final award amount will be determined by MEO, and may be adjusted based on applicant's experience and specified tasks, outcomes, and overall success for the workshops. Funds will be dispersed on a **reimbursement** basis. Funds can be used for staff time, event marketing, sponsorship recruiting, facility expenditures, and other direct costs, but funds can not be used for equipment purchases, workshop food/beverages, speaker honorariums, fringe benefits, and indirect costs. Only expenses incurred **after** notification of award are eligible for reimbursement.

Eligible Applicants

Public and private entities are eligible to submit applications.

Application Requirements

To be considered for funding, an application must be submitted by May 20, 2011 by 4:00 P.M. An original signature copy and one electronic copy of each application must be submitted to the Michigan Energy Office. An official who is authorized to negotiate and bind the applicant to its provisions must sign the application.

Required Information

1. Applicant name, federal ID number, active DUNS number, total State funds request amount, official representative, their complete contact information and signature, and date signed.
2. Completed Federal Form W-9 (see <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
3. Discuss your organization, prior related experience, and staff designated for the project.
4. Discuss your specific responsibilities and objectives. Additionally provide the names and roles of others providing match.
5. Provide a work plan listing the specific tasks applicant will complete. Include a timeline for completing the tasks.
6. List potential industrial energy efficiency topics and provide a draft workshop agenda.
7. Discuss your marketing plans (including sponsorship recruitment) for the workshops.
8. Define overall success and provide specific outcomes for the workshops, including target numbers for presenters, attendees, industry participants, new MIEC members, energy efficiency loan information requests, etc.
9. Provide an evaluation plan for determining the success and outcomes for the workshops.
10. Provide a complete, itemized project budget outlining revenues and expenditures, including specific budget categories, quantities, unit and total prices for each line item, and how funds will be used. List other financial sponsors if applicable. Please refer to the Project Budget on page 2 for requested format.

Submit Complete Application To: Robert Jackson
Michigan Energy Office
Michigan Economic Development Corporation
611 West Ottawa, 4th Floor
P.O Box 30221
Lansing, MI 48909

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Applicants will be notified of funding decisions by letter. Funds will be dispersed only on a *reimbursement* basis. No later than **15 days** following the event, applicants must submit a payment request that includes complete backup documentation for expenses and match, along with a brief final report summarizing participation and workshop/event outcomes. A copy of presentations used at the sponsored event should also be provided on a compact disc.

Questions must be submitted to Robert Jackson at jacksonr1@michigan.gov no later than May 16, 2011.

Project Budget

The sample budget below is the suggested format for the submission of the itemized project budget. Staff and their pay rate and total hours on the project should be listed individually. Unit price, quantity, and total cost of each line item should be listed separately. State funds can not be used for equipment purchases, workshop food, speaker honorariums, fringe benefits, and indirect costs.

Budget Category	Pay Rate / Unit Price	Hours / Quantity	Applicant Match	Other Match	State Funds	Total
Personnel						
Contractual Services						
Supplies/Materials						
Staff Lodging	\$65.00					
Staff Lunch	\$7.25					
Dinner	\$16.50					
Mileage	\$0.365					
Workshops*	NA	2				
Other Direct Costs						
Total					\$20,000 Maximum	

* Please note the successful applicant will be required to submit for MEO approval an itemized budget for each of the two workshops they will be responsible for conducting. The itemized budget will outline anticipated workshop revenues and expenditures including quantities, unit and total prices for each line item, and how State dollars will be used. The budget below is the anticipated format for the itemized workshop budget. Example line items include registration fees, sponsorship amounts, facilities rental costs, equipment costs, and printing/promotional costs, but may include other items as applicable. State funds can not be used for event food/beverages or speaker honorariums.

Item	Unit Price	Quantity	Total				
<u>Revenue</u>							
Registration Fees							
Exhibitors							
Sponsorships							
Other							
Total							
	Unit Price	Quantity	Revenue	Applicant Match	Other Match	State Funds	Total
<u>Expenses</u>							
Room Rental							
A/V Equipment							
Meals							
Printing							
Postage							
Staffing							
Tour Bus							
Speaker Costs							
Etc.							
Total							

NOTE: The summation of State Funds from the Project Budget and the workshop budgets should total \$20,000 or less.